



# SIR THOMAS RICH'S SCHOOL

## GLOUCESTER

### **GDPR Privacy Notice**

(How we use staff information)

Sir Thomas Rich's School is the data controller of the personal information you provide to us. This means the School determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the School to share your data. Where the School outsources data to a third party processor, the same data protection standards that Sir Thomas Rich's School upholds are imposed on the processor.

Sir Thomas Rich's School's Data Protection Officer is Gloucestershire County Council. Their role is to oversee and monitor the School's data protection procedures, and to ensure they are compliant with the GDPR. Their contact details are:- 01452 583619 or [schoolsdpo@gloucestershire.gov.uk](mailto:schoolsdpo@gloucestershire.gov.uk)

#### **Which data is collected?**

The categories of personnel information that Sir Thomas Rich's School collects, holds and shares are as follows:

- personal information (such as name, address, dob, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- emergency contact details
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

Whilst the majority of personnel information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this.

## Why do we collect and use your information?

Sir Thomas Rich's School holds the legal right to collect and use personal data. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR.
- Education Act 1996.

## How long is your data stored for?

In accordance with the GDPR, Sir Thomas Rich's School does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, see list below:-

<b>Record Series</b>	<b>Trigger Point</b>	<b>Minimum Retention period at school</b>	<b>Basis for keeping records</b>	<b>Action</b>
Accident/injury at work records	Date of incident	4 years	Limitation Act 1980, Section 11	Review
Minutes of staff meetings	End of academic year	6 years	Limitation Act 1980, Section 2	Archive
Personnel Files	End of employment	6 years	Limitation Act 1980, Section 2	Destroy
Applications for employment	Day of interview	6 months		Destroy

## Will my information be shared and why?

Sir Thomas Rich's School routinely share this information with:

- Our Local Authority.
- The Department of Education (DfE).

We are required to share information about our School employees with our local authority (LA) and the Department of Education (DfE) under section 5 of the Education (supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

If you have a concern about the way Sir Thomas Rich's School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## Data Collection Requirements

The DfE collects and processes personal data relating to those employed by all state funded schools via a local authority. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005. To find

out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested; and
- The arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact The Headmaster, Sir Thomas Rich's School, telephone 01452 338400.

You also have the right to:

1. Object to processing of personal data that is likely to cause, or is causing, damage or distress
2. Prevent processing for the purpose of direct marketing
3. Object to decisions being taken by automated means
4. In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
5. Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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### **Declaration**

I, \_\_\_\_\_, declare that I understand:

- Sir Thomas Rich's School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Sir Thomas Rich's School may share my data with the DfE, and subsequently the LA.
- Sir Thomas Rich's School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Sir Thomas Rich's School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Signed: .....

Date: .....

Print name: .....